

Governing Body Minutes

Meeting	Full Governing Body	Date	23 rd February 2016
Location	Boardroom, Yarrow Business Centre, Broadstairs Campus	Time	5.31pm
Membership	Beverley Aitken (Chair), Graham Razez (GR) (Principal), Hilary Askew, Rupert Bristow, Tom Price, Jonathan Clarke, Sarah Kemp, Patrick Finucane, Charles Buchanan, Stephanie Martin, Miranda Chapman, Joanna Brown (Staff Governor), and Joanne Timms (Staff Governor)		
In Attendance	Anne Leese (AL) (Officer) Paul Sayers (PS) (Officer) Chris Legg (CL) (Officer) Tara Ashman (Clerk)		

	ITEM	COMMENTS	ACTION POINT REQUIRED
1	Welcome and Apologies for Absence	<p>The Chair welcomed members to the meeting and thanked them for their attendance at the strategic afternoon.</p> <p>Apologies were received from Gail Clarke, Patrick Hollis, Caroline Hallett, Charmaine Jacobs and Tim Kent.</p>	
2	Declarations of Interest	There were no additional declarations of interest.	
3	Minutes of meeting held on 19th January 2016	The minutes of the meeting held on 19 th January 2016 were reviewed and formally approved as an accurate record which were duly signed by the Chair.	
4	Matters Arising	Pop up restaurant (Folkestone Harbour Arm) - With the Yarrow Training Hotel being the focus of attention for the Director of Commercial Operations this is not being pursued further at this stage.	

		<p>been shortlisted for a national FE award - contribution to the community, GR will advise the Governors on the outcome following the ceremony on 22nd April.</p> <p>18-21 Pilot - The College will be issuing a 'letter before action' in regards to this later in the week.</p> <p>Safeguarding and Prevent Data - GR noted the figures reflect the makeup on the local area, every vulnerable student is assigned a mentor which is a big undertaking. A Governor asked where the College sits nationally, GR would guess within the top 10% of the country. Another Governor asked how the College is compensated financially, GR discussed the uplift being between 0-28% and this is what pays for the mentors. A Governor asked about funding factors in regards to migrants, the designated school in Thanet is Hartsdown and there is nothing in Folkestone, the college is supporting Dover with the funding direct from KCC. The Clerk sought clarification on 'other' within the report which is the community café provision.</p> <p>The Chair thanked GR for his report.</p> <p style="text-align: center;">NOTED - Governors noted the Principals' Report</p>	
7	Governor Feedback	<p>The report is produced to update Governors on the business undertaken by members outside of the meeting and is for information only. The Clerk invited comment.</p> <p>Governors asked about the recent open day for the Technical School which was not extremely well attended however feedback from those that did attend was very positive and it is hoped many of the attendees will convert to application for 16/17. A Governor noted the concern in regards to staff recruitment to the school given the pay differentials between the FE sector and secondary schools in the area.</p>	
8	College Performance Indicators	<p>The College Performance Indicators were presented; part one up to February and part two up to January 2016. GR discussed how the new indicator for teaching, learning and assessment (CPI 9) was reached in line with the new Common Inspection Framework (CIF) and Governors agreed that targets would be set next academic year following further testing and Quality Assurance.</p> <p style="text-align: center;">APPROVED - Governors approved the revised measures for College Performance Indicator 9 - Teaching and Learning Assessment</p> <p>The major focus is on progression of students and it is a more holistic way of looking at an individual's performance, which is then aggregated into the programme area, up to campus level and then an overall College figure.</p>	

9	Finance Report	<p>CL advised the quarter 2 review is nearly complete with a similar overall picture to report such as is presented today.</p> <p>CL noted the following headlines:</p> <ul style="list-style-type: none"> • Apprenticeship target has still not been achieved so will need a reduction in-year, there has not been enough to compensate the drop in adult funding and there is much uncertainty with the levy and how funding will be affected. A Governor asked if interest has waned in the community, PS advised the College is strategically doing all they can and it is now down to the business teams to deliver. The volume is not scaleable so the team is undergoing a transition process internally to consider a different model to meet the demand. Miranda Chapman advised Discovery Park is pushing Apprenticeship week and is working closely with the College’s PR and marketing team to use the College model as a headline success story. • There is still a significant underspend in staffing, there are skills fairs scheduled for April in Shepway and May in Thanet. • A Governor sought assurance that plans are in place commercially for the restaurant and salon in Broadstairs and the Dover refectory. CL noted the issues in Broadstairs should be addressed when the services are moved to the Yarrow to meet a wider audience and larger clientele. The Dover refectory will be a supported employment solution much like the community cafes. • CL noted the tribal benchmarking was to test efficiency in moving to a group structure. This was something commissioned by the executive team however CL agreed that if there was significant change Governors would be included and any anomalies would be reported back via the Audit Committee. <p>The Chair thanked CL for his report.</p>	Audit
10	Teaching, Learning and Assessment	<p>AL reported on the detail within the Professional Enhancement Framework and how the individuals are assessed within the framework. Work is being done by the Campus Principals as to how this impacts on the overall progress of the student and how this can best be reported. AL invited comment.</p> <p>A Governor noted that Broadstairs is now reporting lower than Dover and Folkestone on good or better teaching, AL agreed there have been some issues with consistency and some complacency with the focus on a holistic view rather than a snapshot classroom observation. GR noted the vocational core aim success</p>	

		<p>rates have increased by 5% however when Ofsted visit in the Autumn term it is clear the focus will be on the entire study programme.</p> <p>A Governor asked about issues with ProMonitor, AL was clear that ProMonitor is working as it should and all staff are aware of the expectation in using the system.</p> <p>The Chair thanked AL for her report.</p>	
11	Risk Management Report	<p>PS led the Governors through the changes to the risk register as reported and invited questions.</p> <p>A Governor asked whether the senior team had considered the impact of Britain leaving the European Union in June and the financial long term implication this may have. PS agreed it is a risk to the College and would consider how this could be quantified and reported within the register.</p> <p>A Governor asked what the cash management plan was in relation to the financial risk, CL advised this was covered by the overdraft facility that had recently been approved.</p> <p>The Chair thanked PS for his report.</p>	
12	Clerk's Report	<p>The Clerk reported on the recent Search Committee and highlighted areas for approval including the succession of the Chair.</p> <p>[The Chair left the meeting at 6.45pm]</p> <p>The Clerk advised the Chair has agreed to extend her term of office and continue in the role of Chair until August 2017 to see the College through the Area Review process, subject to there being no further nominations from the Governing Body. By a show of hands members were unanimous in their approval for the extension to the term of office and continuation of the role, no further nominations were offered.</p> <p>[The Chair re-joined the meeting at 6.47pm]</p> <p>APPROVED - Governor approved the extension to the term of office and role of the Chair until August 2017</p>	

		<p>Members discussed Governance within the Carver model and it was agreed that more time is needed for specific business items, this will be discussed within item 15.</p> <p>The Clerk identified the work of the Search Committee and other Colleges' use of the committee as Search and Governance to discuss matters in support of the Principal. The draft terms of reference were brought for approval. A Governor asked how members joined the committee, historically this was made up of Chairs of other Committees however as part of the consideration for 16/17 this would be reviewed. Governors approved the terms of reference and the change in Committee title to Search and Governance. A Governor suggested that this Committee would be best placed to discuss further collaborative working with Canterbury College.</p> <p style="text-align: center;">APPROVED - Governors approved the Committee change to Search and Governance and the Terms of Reference</p> <p>GR discussed initial thoughts on Local Advisory Boards to make the campuses more locally accountable. There is a concern of some loss of identity at campus level and although this is in initial stages of thought, the suggestion would be to have 5 advisory boards (4 campuses and commercial) consisting of local community stakeholders and College staff led by the Campus Principal with a scheme of delegation to the boards from the Governing Body.</p> <p>The Clerk noted the induction feedback form will be circulated to those Governors having joined the board since September 2014 to better inform the induction process going forward.</p> <p>Governors were made aware that DBS checks for Governors would now take place over the coming months with the role expanding to include more informal engagement with students.</p>	
13	Annual Safeguarding Report	<p>AL advised the overarching responsibility of Safeguarding and Prevent now falls under her remit with temporary support from Jayne Walker and presented the in-year position to the 2014/15 report. A Governor asked about the Channel awareness module and the Clerk advised not all Governors had undertaken the online training, this was an action to take forward for those yet to complete.</p> <p>AL noted that the offer of support from Imago by way of Assist Training is being taken forward by the College.</p>	Governors
14	Property Report	This item was considered confidential and will form Part A confidential minutes	

15	Draft agenda for the next meeting	<p>Members discussed the draft agenda for the next meeting and agreed that the four standard items delivered by the senior team would come to the full board every other meeting, two being at each to allow further time for specific business.</p> <p>Following the strategy afternoon a further item on stakeholder engagement will be added to the specific business and CL will deliver the development session on the breakdown of income streams.</p>	<p>Clerk</p> <p>CL</p>
16	Any Other Business	<p>GR provided revised historical data for CPI 14 - staff absence rate following the error reported at the last meeting. The increase post transfer is now an accurate reflection and is more in line with expectation. The report shows Full Time Equivalent (FTE) days lost per individual at the College.</p> <p>For those attending the Star Awards on Thursday of this week, GR advised that Jamie Weir - Corporate PR and Events Officer will be sending out profile information to individual Governors regarding the stakeholders on their relevant table in advance of the dinner in line with the external engagement discussions.</p>	
17	Matters Considered Confidential	<p>Item 6 - Principal's report Item 14 - Property Report Parts of item 6 and item 14 will be reported under Part A confidential minutes.</p>	
18	Date of Future Meeting	<p>Wednesday 23rd March 2016 - Folkestone Campus at 5.30pm</p>	

There being no further business the meeting closed at 7.30pm

Signed: Position: Date: